

# Overview of Home School Responsibilities

## Parent(s)/Guardian(s)

1. Submit a Letter of Intent to the home instruction office by July 1st of each year<sup>1</sup>
2. Submit a separate, written Individualized Home Instruction Plan (IHIP) for each individual child being instructed at home by August 15th or within 4 weeks of receiving home instruction materials from the home instruction office, whichever is later.
3. Submit a revised IHIP correcting any deficiencies (if any) within 15 days of receipt of notice of a deficiency in the IHIP, or by September 15th, whichever is later.
4. Submit four Quarterly Reports on or before the dates chosen on the IHIP.
5. Submit a separate Annual Assessment for each individual child being instructed at home with the fourth quarterly report.
6. Submit all documentation in a timely manner.

## Home School District

1. Refer and/or forward documentation submissions to the BOCES Home Instruction Service.
2. Verify residency and age of homeschooled children.
3. Make determinations regarding compliance concerns and actions to be taken as a result.
4. Participate in determinations involving compliance, probation, and educational neglect concerns.

## BOCES Home Instruction Office

1. Notify district upon receipt of Notice of Intent.
2. Within 10 days following receipt of Notice of Intent from parent(s)/guardian(s), send a copy of NYSED Commissioner's Regulation 100.10 and IHIP template form to parent(s)/guardian(s) for each child of compulsory attendance age.
3. Review IHIPs for compliance with NYSED Commissioner's Regulation 100.10.
4. Conduct courtesy reviews of quarterly reports against NYSED Commissioner's Regulation 100.10 and notify parents/guardians of findings.
5. Review annual assessments for compliance with the Commissioner's Regulations 100.10 and notify parent(s)/guardian(s) of findings.
6. Respond to district and/or parent requests, citing regulation where applicable.
7. Maintain Home Instruction web page with report templates and resource links.
8. Maintain files of documentation submitted by parent(s)/guardian(s) for students actively receiving home instruction.
9. Upon a student's withdrawal from home instruction, coordinate transfer of student file to district where student resided while homeschooled.

<sup>1</sup>Parents who determine to commence home instruction after the start of the school year, or who establish residence in the school district after the start of the school year, will provide written notice of their intention to educate their child at home within 14 days following the commencement of home instruction